

**HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD
TECHNICIAN VACANCY ANNOUNCEMENT**

VACANCY ANNOUNCEMENT #

09-638

OPEN PERIOD:

11/30/2009 – 12/14/2009

JOB TITLE:

Program Analyst

PAY GRADE AND SERIES:

GS-0343-09

PAY RANGE:

\$49,765 - \$64,695

POSITION LOCATION:

Sacramento, CA.

APPOINTMENT TYPE: INDEFINITE - DUAL STATUS

PDCN #: 90007000

Security Clearance Required:

Secret

AREA OF CONSIDERATION: CURRENT CALIFORNIA NATIONAL GUARD MEMBERS/TECHNICIAN

Military grade of E-6 through E-7 or O-2 through O-3.

Compatible Military Grade Assignment: MOS ENL 42A; OFF 25, 42B, F53.

Key Requirements:

Must have speaking skills to help facilitate briefings and training for Senior Leadership conferences, Soldier Readiness Processing, Command Team Development Courses and other venues of information sharing.

THIS IS AN INDEFINITE POSITION

This position's purpose is to perform technical, life-cycle, trends, and cost-benefit analysis, develop information plans and programs for the state manage the information management internal controls program, analyze proposed changes to determine program impact, determine resource requirements, and perform budget management functions and administrative actions for the organization.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS NOT authorized, based on a determination that PCS move is not in the Government interest

Position Requires Travel: Frequent, more than 5 days per month.

QUALIFICATIONS and EVALUATION:

General: Experience in administrative, professional, investigative, technical or other responsible work which demonstrates analytical ability and a practical and theoretical knowledge of the functions, processes and principles of management.

Program Analyst GS-0343-09: Must have 24 months specialized experience which demonstrates a detailed knowledge and understanding of specialized California National Guard Programs to include the Marriage Enrichment Program, Prevention of Sexual Harassment Program and Peer-to-Peer Support Program; which demonstrates knowledge of the Joint Force Headquarters structure and subordinate elements to include Army National Guard, Air National Guard, and State Military Reserve; which demonstrates a knowledge of interactions of the subordinate elements and their mission and purpose; experience which demonstrates the ability to collect, analyze and consolidate required report information; experience which demonstrates the ability to formulate recommendations and solutions to plans, policies and guidance; provide assistance in planning and implementing training programs and briefings related to California National Guard specialized programs; experience which demonstrates the ability to develop, coordinate, interface and plan with outside supporting agencies for assistance in sharing training materials and information pertaining to the specialized California Guard programs.

KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of complex programs in the National Guard related to pre-deployment and post-deployment training and combat stress.
2. Knowledge of organization and structure of the National Guard and the Military Department.
3. Ability to coordinate with National Guard Bureau and subordinate elements to structure and assist with programs, training and inspections.
4. Ability to maintain close working relationships with outside organizations to support community and government agencies.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position.

COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current resume.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the California National Guard – HRO Office via email at NGCAHRJOBSTECH@CA.NGB.ARMY.MIL
4. Please title your emails to fit the format of (Last Name, First Name - Announcement Number); (i.e., Smith, Joe – 09-001)

IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 BUSINESS DAYS, PLEASE CONTACT THE HRO STAFFING TEAM AT (916) 854-3350

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment or current resume (**mandatory**)
- Choose an item.

OPTIONAL DOCUMENT (Application Packet)::

- SF 181, Ethnicity and Race Identification Form

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific

Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER